

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

NPS Standard Position Description
Resources Careers

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

*R56

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Museum Technician	GS	1016	05		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

Museum Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

Museum Specialist and Technician Series, GS-1016, 12/61;
Library Technician Series, GS-1411, 10/93; Primary Standard,
TS-107, 08/91.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities (See Attached)

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

Museum Technician GS-1016-05

Introduction

The incumbent serves as a museum technician located at a museum facility in a National Park Service organization. The purpose of the position is to perform uncomplicated tasks in one or more of the functional areas of the museum specialty.

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist (i.e., an archivist or curator), then technical direction must be obtained from a specialist in a central office or center.

The incumbent performs primarily routine functions; in contrast to positions at the GS-06 level, which perform with more independence, the incumbent receives specific instructions for non-routine assignments, and refers unfamiliar situations to the supervisor for resolution. The work of this position is also more closely reviewed than similar positions at the GS-06 level.

Major Duties (80-100%)

Unpacks objects and processes them; performs limited cleaning; identifies preservation needs and recommends additional actions. Repacks objects with care, assuring complete labeling that preserves data associated with the objects.

Identifies and labels objects by matching documentation field labels, notes, etc. with the objects. Prepares objects for storage or display. Inventories, documents, and stores items. Seeks assistance for situations not covered by instructions or guidelines.

Places objects in storage, maintaining the organization already established by the supervisor.

Catalogs objects. Enters cataloging data into the designated NPS catalog program using established NPS procedures.

Prepares, maintains, and organizes manual and automated curatorial records including accession records, catalog records, and donation forms; maintains and organizes other records, such as inventories and object lists. Files records in accession folders and affixes catalog numbers to objects. Maintains and updates cataloging and database.

Performs routine research for catalog records, exhibits, and other purposes as assigned.

Implements museum maintenance and housekeeping schedules. Performs routine cleaning of objects as directed and according to established standards. Assists in scheduled cleaning of museum collections storage.

Implements museum environmental monitoring program. This includes gathering data, maintaining the monitoring equipment, and preparing permanent data records.

Assists with the installation, repair, and rehabilitation of exhibits.

Completes or provides assistance to others who complete the Annual Inventory of Collections.

Provides answers and information to park visitors. Supervises, assists, and monitors all visitors to museum facility as requested/needed, including researchers using the collection. Uses archives and museum collection to provide answers to research requests from outside researchers and from park staff. Refers unusual requests to the supervisor.

Performs a variety of clerical operations in support of the curatorial operation. This may include, for example, handling office records and correspondence; inventorying and ordering supplies; and managing computer equipment, including hardware, software, and databases.

Factor 1. Knowledge Required by the Position Level 1-4; 550 points

Knowledge of NPS museum practices, procedures, techniques, and record systems, including accessioning, registration, cataloging, filing, and collection storage procedures.

Basic understanding of museum collection conservation and preservation practices.

Broad knowledge of history, archeology, biology (or etc.) as it applies to the museum's collection.

Skill in using basic hand tools with prescribed safety precautions.

Knowledge of computer operation and a variety of software packages in order to complete inventorying, cataloging, and extraction of data from relational databases.

Ability to communicate information in a clear and concise manner. This includes knowledge of grammar, spelling, punctuation, and terminology appropriate to museum operations in the NPS.

Factor 2. Supervisory Controls Level 2-2; 125 points

The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The incumbent is relied upon to independently carry assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines consist of the NPS Museum Handbook, related user manuals for automated systems, NPS-28 Cultural Resources Management Guidelines, a variety of other written references and manuals, and oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to identify problems and applicable solution guidelines.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that support the operation and maintenance of the museum. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

Factor 5. Scope and Effect Level 5-2; 75 points

The incumbent performs routine tasks in support of the museum. Work products affect the accuracy and timeliness of further museum functions.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers, at times employees of other parks and central offices, other institutions, and the general public.

Factor 7. Purpose of Contacts Level 7-1; 20 points

The purpose of contacts is to obtain, relay, and exchange information.

Factor 8. Physical Demands Level 8-2; 20 points

The work is partially sedentary with prolonged standing, walking, and bending often required. Heavy items (e.g., boxes and collection items up to 50 pounds) must be lifted or moved on a frequent basis.

Factor 9. Work Environment Level 9-2; 20 points

Most of the work is performed in a museum environment of exhibit and storage areas, workroom/laboratory, and offices. Occasional work with materials which are dusty or stored with protective chemicals may require the use of dust masks, gloves, or other protective devices. The incumbent may occasionally perform field work in adverse weather conditions.

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Museum Technician, GS-1016-05

Standards Used: Museum Specialist and Technician Series, GS-1016, 12/61

Library Technician Series, GS-1411, 10/93

Introduction to the Position Classification Standards, Appendix 3,

Primary Standard, TS-107, 08/91

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	550	1-4	Broad knowledge of a body of museum regulations, procedures, and policies related to one or more museum functions.
2. Supervisory Controls	125	2-2	Supervisor provides instructions for recurring assignments, which the employee performs independently, and provides additional specific guidance for new or difficult assignments; employee refers situations not covered by instructions or precedents to supervisor; work and methods evaluated for accuracy and adequacy; deviations from "standard operating procedures" must be approved by supervisor.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; uses judgment to handle aspects of work not completely covered by guidelines.
4. Complexity	75	4-2	Work involves performing related technical tasks of limited scope or difficulty; employee selects from among clearly recognizable

			alternatives; actions taken are similar, although the specific pattern of actions may differ.
5. Scope and Effect	75	5-2	Work involves performing a range of museum support tasks that are covered by well-defined procedures and regulations; work products affect the accuracy and reliability of the work of other technicians and professionals.
6. Personal Contacts	--	2	Contacts with general public in moderately structured setting.
7. Purpose of Contacts	45	A	Exchange information.
8. Physical Demands	20	8-2	Prolonged standing, bending, and lifting.
9. Work Environment	20	9-2	Work with chemicals requires use of protective gear.
TOTAL POINTS	1035		
Grade Conversion	GS-05		

Resources Careers

Parenthetical Titles: Please select the appropriate specialization below and add it to the position title on the OF-8, e.g., Museum Technician (Anthropology). If there is more than one specialization, use the parenthetical title of “General”. The parenthetical title must be added to the basic position title, which will also aid in recruiting for this position.

_____ **ANTHROPOLOGY:** Includes work with collections of the material remains of past human life and activities, such as human fossils, relics, artifacts, monuments, etc., and to the science of man in relation to his physical character, distribution, peculiarities, origin, classification, relationship of races, environmental and social relations, and culture.

_____ **ART:** Includes work with collections of works of art and the study of individual artists, various schools of art, and the tools and techniques employed in the production of art works. Included in this subject-matter area are fine arts and decorative arts. Works of art includes paintings, sculpture, ceramics and glass, furniture, and creations in many other media.

_____ **GEOLOGY:** Includes work with records, specimens, and organic and inorganic materials which treat of the history of the earth and its life as recorded in rocks, etc. and with the life of past geologic periods, both vertebrate and invertebrate, as preserved in fossil forms.

_____ **HISTORY:** Includes work with collections of objects and memorabilia which relate to historical events and to the persons who figure prominently in them. Included in this subject-matter area are civil and political history, military and naval history, economic history, cultural history, history and science of numismatics and philately, etc.

_____ **TECHNOLOGY:** Includes work with the records, objects, specimens and materials which pertain to technological and scientific advances and to the inventors and scientists who have made outstanding contributions to progress. Included in this subject-matter area are exhibits related to mechanical engineering, transportation, textiles, leather, wood technology, agriculture, medicine and public health, crafts, manufacturing, photography, industry, and other areas of a scientific or technologic character.

_____ **GENERAL:** Includes activities where the required knowledges cut across several subject-matter fields, or where work does not logically fit into any of the other specializations provided.